



## Board of Selectmen Meeting

Monday, June 18, 2018 7:00 PM

36 Bartlet Street, Andover, MA 01810

Board of Selectmen Conference Room, Third Floor

RECEIVED  
TOWN CLERK'S OFFICE

2018 JUN 14 P 3:22

TOWN OF ANDOVER, MASS

- I. Call to Order– 7:00 P.M.
- II. Opening Ceremonies – 7:00 P.M.
  - A. Moment of Silence/Pledge of Allegiance
- III. Communications/Announcements/Liaison Reports – 7:05 P.M.
- IV. Citizens Petitions and Presentations – 7:10 P.M.
- V. Regular Business of the Board – 7:15 P.M.
  - A. North Reading Water – (5 minutes)  
Board to consider voting to approve the Andover/North Reading Water Agreement as amended
  - B. Short-Term Borrowing - (5 minutes)  
Board to consider voting to approve a short-term borrowing.
  - C. Merrimack Valley Planning Commission – (30 minutes)  
Merrimack Valley Planning Commission to present the Andover Housing Production Plan
  - D. Conservation Restriction for Andover Senior Housing – (5 minutes)  
Board to consider approving and signing a conservation restriction for Andover Senior Housing
  - E. Recycling Update – (15 minutes)  
Department of Public Works to provide an update on recycling to the Board of Selectmen
  - F. Future Meeting Dates – (5 minutes)  
Board to consider future meeting dates: July 9<sup>th</sup>, August 6<sup>th</sup>, August 20<sup>th</sup>, September 10<sup>th</sup>, September 24<sup>th</sup>

VI. Consent Agenda – 8:20 P.M.

**A. APPOINTMENTS – (Town Manager)**

**That the following appointments by the Town Manager be approved:**

Department	Name	Position	Rate/Term	Date of Hire
Community Development & Planning	Trudy Zakin	Substitute Secretary	\$19.30/hour	6/20/18
Fire Rescue	Benjamin Perkins (Ian Timmons)	Firefighter	\$57,285.36	7/1/18
Fire Rescue	Jonathan Booth (John Gangi)	Firefighter	\$57,285.36	7/1/18
Town Manager's Office	Ann Ormond	Director of Business, Arts and Cultural Development	\$91,852.95	7/2/18
Library	Giovanna Agualuza (Niam Chopra)	Library Page	\$9/hour	6/26/18
Library	Hannah Rose (Eileen O'Farrell)	Library Page	\$9/hour	6/20/18
Recreation	Sydney Berry	Pomps Pond Gate Keeper	\$13.25/hour	6/18/18
Recreation	Pamela Dunn	Kid Care On Site Director	\$26.00/hour	6/18/18
Recreation	Abigail Hurley	Counselor 1	\$10.25/hour	4/30/18
Recreation	Liam Sutherland	Rec Park Counselor	\$10.25/hour	6/18/18
Recreation	Griffin Vieira	Lifeguard	\$11.00/hour	6/18/18
Recreation	Rebecca Page	Lifeguard	\$11.75/hour	6/18/18
Audit Committee	Robert Finneran	Member	Three Years	7/1/18
Audit Committee	Steven Sintros	Member	Three Years	7/1/18
Board of Health	Dr. Gopal Dwarakanath	Member	Three Years	7/1/18
Board of Assessors	Dennis Adams	Member	One Year	7/1/18
Board of Assessors	Lewis Trumbore	Member	One Year	7/1/18
Ballardvale Historic District Commission	Ron Abraham	Member	Three Years	7/1/18
Conservation Commission	Alexandra Driscoll	Member	Three Years	7/1/18
Conservation Commission	Ellen Townson	Member	Three Years	7/1/18
Constable	Ronald Bertheim	Constable	One Year	7/1/18
Council on Aging	Jane Gifun	Member	Three Years	7/1/18
Council on Aging	Kenneth Debenedictis	Member	Three Years	7/1/18
Economic Development Council	Brad Duffin	Member	Three Years	7/1/18
Emergency Management	Patrick Keefe	Director	One Year	7/1/18
Forest Warden	Michael Mansfield	Fire Chief	One Year	7/1/18
Keeper of the Lockup	Patrick Keefe	Police Chief	One Year	7/1/18

Housing Partnership	Edward Smith	Member	Three Years	7/1/18
Patriotic Holiday Committee	Brian Masterson (Laurie Ferris)	Member	One Year	7/1/18
Patriotic Holiday Committee	Calvin Deyermond	Member	One Year	7/1/18
Patriotic Holiday Committee	James Bedford	Member	One Year	7/1/18
Patriotic Holiday Committee	Michael Mansfield	Member	One Year	7/1/18
Patriotic Holiday Committee	Calvin Perry	Member	One Year	7/1/18
Patriotic Holiday Committee	Alicia Reddin	Member	One Year	7/1/18
Patriotic Holiday Committee	Francis Rittershaus	Member	One Year	7/1/18
Patriotic Holiday Committee	Scott Parish	Member	One Year	7/1/18
Patriotic Holiday Committee	Stephen Wallingford	Member	One Year	7/1/18
Preservation Commission	Karen Herman	Member	Three Years	7/1/18
Preservation Commission	James Batchelder	Member	Three Years	7/1/18
Scholarship Committee	Kate Allard	Member	Three Years	7/1/18
Scholarship Committee	Carolyn Hanson	Member	Three Years	7/1/18
Scholarship Committee	Kathy Hess	Member	Three Years	7/1/18
Scholarship Committee	Janis Hill	Member	Three Years	7/1/18
Scholarship Committee	Phillip Giguere	Member	Three Years	7/1/18
Spring Grove Cemetery Trustees	Gail Ralston	Member	Three Years	7/1/18
TRIAD Council	Joseph Gifun	Member	Three Years	7/1/18
TRIAD Council	John Howard	Member	Three Years	7/1/18

VII. Purpose 2 Executive Session – 8:25 PM

- A. Board to consider to vote to hold a Purpose 2 Executive Session to conduct strategy session in preparation for negotiations with nonunion personnel (the Town Manager) or contract negotiations with nonunion personnel.

VIII. Adjournment

*If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact the Town Manager's Office at 978-623-8210 or by email at [manager@andoverma.gov](mailto:manager@andoverma.gov).*

MEETINGS ARE TELEVISED ON  
COMCAST CHANNEL 22 AND VERIZON CHANNEL 45

**FIRST AMENDMENT TO  
INTERMUNICIPAL AGREEMENT BETWEEN  
THE TOWN OF ANDOVER, MASSACHUSETTS  
AND THE TOWN OF NORTH READING, MASSACHUSETTS  
FOR POTABLE WATER SERVICE 2018-2117**

This First Amendment to the Intermunicipal Agreement Between the Town of Andover, Massachusetts and the Town of North Reading, Massachusetts for Potable Water Service 2018-2117, is entered into as of the \_\_\_ Day of June, 2018, by and between the Town of Andover, a municipal corporation within the County of Essex, Commonwealth of Massachusetts, acting through its Board of Selectmen, and the Town of North Reading, a municipal corporation within the County of Middlesex, Commonwealth of Massachusetts, acting through its Board of Selectmen.

**WITNESSETH**

**WHEREAS**, on June 4, 2018, the Towns of North Reading and Andover entered into an Intermunicipal Agreement for Andover to supply North Reading with potable water (hereinafter referred to as the “IMA”).

**WHEREAS**, the Agreement was contingent upon passage of an act of the Legislature to authorize a term of up to 99 years in the form attached to the IMA as “Exhibit A”.

**WHEREAS**, the IMA provides in section 4.8 that “If said legislation is enacted and made effective by approval of the Governor on or before August 15, 2018, but it is not in the same form as Exhibit A, this Agreement shall automatically terminate seven (7) days after the effective date of the legislation.”

**WHEREAS**, Chapter 109 of the Acts of 2018 was enacted and made effective by signature of the Governor on June 13, 2018. Although said Legislation authorizes an agreement for a term of up to 99 years, it was not enacted in the same form as shown on “Exhibit A” to the IMA.

**WHEREAS**, the parties agree that the change made during the Legislative process is not substantive and, notwithstanding the provisions of Section 4.8 of the IMA, the parties wish to have the IMA take effect for a 99 year term.

**NOW THEREFORE** in consideration of the mutual promises and covenants herein set forth, and in order to secure the services described below, the parties hereto, each binding itself, its respective representatives, successors, and assigns, to mutually agree as follows:

**AGREEMENT**

1. Exhibit A to the IMA is stricken and replaced with the new Exhibit A attached hereto, which is a copy of Chapter 109 of the Acts of 2018.
2. The parties acknowledge and agree that Chapter 109 of the Acts of 2018 authorizes an agreement for a period of up to 99 years and that upon ratification of the IMA by the Boards of Selectmen for both Towns, the IMA shall take effect for a period of 99 years. Said ratification shall occur simultaneously with the approval of this Amendment.



3. Section 4.8 of the IMA is stricken and replaced with the following:

**Section 4.8 Effective Date and Duration**

Pursuant to Chapter 109 of the Acts of 2018, upon ratification by the Boards of Selectmen of both Towns, this Agreement shall be in full force and effect for a period of ninety-nine (99) years from the date first written above, unless sooner terminated.

4. All other terms and conditions of the IMA shall remain in full force and effect.

**IN WITNESS WHEREOF**, the Town of Andover, acting through its Board of Selectmen, and the Town of North Reading, acting through its Board of Selectmen have executed this agreement as of the day and year first above written.

Town of North Reading

\_\_\_\_\_ Michael A. Prisco, Chairman  
\_\_\_\_\_ Kathryn M. Manupelli, Vice-Chairman  
\_\_\_\_\_ Stephen J. O'Leary, Clerk  
\_\_\_\_\_ Robert J. Mauceri  
\_\_\_\_\_ Andrew J. Schultz

Dated: \_\_\_\_\_

Approved as to Form by:

\_\_\_\_\_ Gregg J. Corbo, Town Counsel

Town of Andover

\_\_\_\_\_ Alex J. Vispoli, Chair  
\_\_\_\_\_ Laura M. Gregory, Vice-Chair  
\_\_\_\_\_ Paul J. Salafia  
\_\_\_\_\_ Ann W. Gilbert  
\_\_\_\_\_ Christian C. Huntress

Dated: \_\_\_\_\_

Approved as to Form by:

\_\_\_\_\_ Thomas J. Urbelis, Town Counsel

# Memo

**To:** Board of Selectmen  
**From:** Michael S. Morse  
**Date:** 6/15/2018  
**Re:** Borrowing

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On June 13, 2018, we received bids for \$8,000,000 for a BAN due 11/16/2018 on the following projects:

Article 3, 2010	Water Main Replacement	\$500,000
Article 38, 2015	Water Main Replacement II	\$500,000
Article 39, 2015	Enmore Street Reconstruction	\$300,000
Article 44, 2015	Water Treatment Plant Electrical Subdivision	\$200,000
Article 46, 2015	Bancroft High Lift Pumps	\$250,000
Article 62, 2015	Municipal Services Facility	\$5,000,000
Article 26, 2016	Water Treatment Plant Heating System	\$100,000
Article 28, 2016	Public Works Vehicles	\$305,000
Article 30, 2016	Fire Apparatus Replacement – Ambulance	\$270,000
Article 34, 2016	High Plain/Wood Hill Air Conditioner Upgrades	\$275,000
Article 44, 2016	Safety and Communications Upgrade Phase 2	<u>\$300,000</u>
		\$8,000,000

We received 4 bids as follows:

Eastern Bank	1.4790%
TD Securities	1.6025%
Jefferies LLC	1.6324%
Century Bank	1.9625%

I recommend we award the bid to Eastern Bank at a Net Interest Cost of 1.4790% including a \$16,672 premium.



Merrimack Valley  
Planning Commission  
*plan \* develop \* promote*

# Andover Housing Production Plan Presentation to the Board of Selectmen June 18, 2018





# Who is MVPC?

- Established in 1959: under Regional Planning Law
- Voluntary association of 15 towns & cities
- Funding: grants & contracts with federal, state & local governments
- Governed by Board of Commissioners
- 15 Staff members: Transportation, community & economic development, environmental, & GIS

# Project Goal

Develop the first  
Regional Housing  
Plan for the  
Merrimack Valley  
that identifies  
strategies for  
developing housing  
in the region



# Project Overview

- \$150,000 from Community Compact, DLTA & MassHousing
- 12+ month project
- Multi-stakeholder process
- No cost to Andover

Outcome: local housing  
production plans & regional  
housing strategy

# Housing Production Plan

## What is a Housing Production Plan?

- Five-year roadmap to develop housing
- Identifies community needs, goals, strategies
- Includes plan for 10% affordable housing units listed on Subsidized Housing Inventory



# Overall Regional Housing Needs

**Despite diversity of types of communities, there are common regional housing needs:**

- **Support for seniors to age in place and age in community**
- **More rental housing**
- **Greater diversity of housing options, including multi-family, congregate, transitional, and accessible housing**
- **Housing rehab for older housing stock**
- **Affordable homeownership options**

# Andover Housing Themes

- Population is growing a bit faster than region, household size is decreasing
- Composition of households has changed – more households with children, more single-person
- Elderly (65+) population is estimated to more than double by 2035
- Renter households are younger than owner, but more 65+ than the rest of the region
- 23% of households are at or below 80% Area Median Income
- 64% of low-income households estimated to be cost burdened
- Lower percentage of young homeowners

# What strategies are consistent with the top needs presented in the Needs Assessment?





# Housing Strategy Categories

Planning and Policies: Capacity-building strategies, zoning changes and updates municipal policies.

Production: How can the community produce units to achieve 10%?

Preservation: Tactics necessary to keep those existing and future housing units affordable.

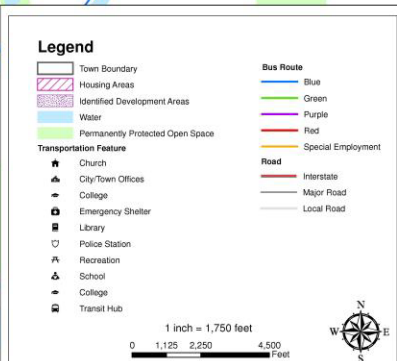
# Housing Strategies: Planning and Policies

- Partner with for- and non-profit developers to create affordable housing on privately owned sites.
- Participate in Age-Friendly Communities Program.
- Investigate opportunities and models for shared living situations for seniors.
- Advance Andover as a walkable and bikeable community as part of new housing developments.
- Develop trainings for board and committee members to learn more about affordable housing processes and needs.
- Conduct ongoing community education.

# Housing Strategies: Production

- Encourage housing affordable for low- and moderate-income households.
- Investigate models that to create starter homes that are “right-sized”.
- Encourage development of affordable housing for the elderly.
- Follow Sustainable Design Standards to create/renovate units.
- Inventory publicly-owned land to determine suitability and availability for housing development.

# Town of Andover



Town	Name	Type	Status	Tenure	Category	Affordable	Number Affordable	Total Number
Andover	Lowell Junction	Multi Family	Conceptual		Transportation Related Housing		0	0
Andover	Ballardvale	Multi Family	Conceptual		Transportation Related Housing		0	0
Andover	Historic Mill District	Multi Family	Conceptual		Elder/ Transportation Related Housing	Yes	0	0
Andover	Stonehill at Andover	Multi Family	Building Permit	For Rent	Assisted Living	Yes	14	30
Andover	Brickstone Square	Multi Family	Conceptual		Transportational Related Housing	Yes	0	0
Andover	Riverside Woods	Multi Family	Building Permit	For Sale	Condominium	Yes	30	200
Andover	The Bridges	Multi Family	Building Permit		Memory Care/ Assisted Living	Yes	9	61

# Housing Strategies: Preservation

- Develop a system to monitor Subsidized Housing Inventory units.
- Convert single-family homes to multi-unit for supportive services, small-scale, or multi-family housing.
- Support the renovation, rehabilitation and adaptive reuse of existing homes or buildings.
- Consider retrofitting municipally-owned buildings for affordable housing.



# HPP Next Steps

1. Planning Board reviewed and voted to recommend approval to Board of Selectmen at their May 22, 2018 meeting
2. Board of Selectmen adopts Final Andover Housing Production Plan
3. Send to DHCD for final approval
4. Incorporate into final Merrimack Valley Regional Housing Plan

# Questions/Comments

Karen Sawyer Conard, Executive Director

[kconard@mvpcc.org](mailto:kconard@mvpcc.org)

Merrimack Valley Planning Commission